



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Ann Arbor, MI		2. POSITION NUMBER LA00352	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position -OPM Flysheet for GS-0301 (01/79) and AAGEG (08/90)					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Administrative Specialist	GS	0301	11	
4. Supervisor's Recommendation	Administrative Specialist	GS	0301	11	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE ROBIN KIRKBRIDE			
7. ORGANIZATION (Give complete organizational breakdown)		e. Immediate Office			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Air & Radiation		g.			
c. Office of Transportation & Air Quality		h. Employing Office Location Ann Arbor, MI			
d. Assessment & Standards Division		i. Organization Code LCD00000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor William Charmley, Director, ASD		d. Typed Name and Title of Second-Level Supervisor Christopher Grundler, Director, OTAQ for			
b. Signature 	c. Date	e. Signature 	f. Date 01/13/16		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: 13					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive SEE REMARKS	f. Functional Classification Code N/A	
g. Bargaining Unit Code 1043	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<25% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature /S/ SUZANNE O'CONNELL /S/		j. Date 05/11/2016
11. REMARKS FSA NonExempt through GS-13 GS-0301-09 PD removed. Original PD still on file. 03/20/19 - PD is previously classified by LV-SSC. No changes made to GS-11 and GS-13 PDs. Only updates to PD coverhseet include risk level, financial disclosure, identical/additional allocation, FLSA and Extramural resources management duty percentage. FLSA Non-exempt up through GS-13. MIB.					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Ann Arbor, MI		2. POSITION NUMBER LA00392	
CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>OPM Highest for GS-301 Series TS-34179; AAEG TS-98-8/90</i>					
Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	<i>Administrative Specialist</i>	<i>GS</i>	<i>0301</i>	<i>09</i>	<i>001</i>
4. Supervisor's Recommendation	Administrative Specialist	GS	0301	09	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown)		e. Immediate Office			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Air & Radiation		g.			
c. Office of Transportation & Air Quality		h. Employing Office Location <i>Las Vegas, NV</i>			
d. Assessment & Standards Division		i. Organization Code <i>LCD00000</i>			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor William Charnley, Director, ASD		d. Typed Name and Title of Second-Level Supervisor Christopher Grundler, Director, OTAQ <i>for</i>			
b. Signature <i>William Charnley</i>	c. Date	e. Signature <i>Christopher Grundler</i>	f. Date <i>01/13/16</i>		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <i>13</i>					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code <i>00</i>	
g. Bargaining Unit Code <i>1043</i>	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<i>0</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature <i>J. O'Connor</i>		j. Date <i>5/11/16</i>
11. REMARKS					

Position Description
Administrative Specialist, GS-0301-11

INTRODUCTION

This position is located in the Environmental Protection Agency (EPA), Office of Air and Radiation (OAR), Office of Transportation and Air Quality (OTAQ), Assessment and Standards Division (ASD), Immediate Office (IO).

OTAQ has national responsibility for analyzing, controlling, and reducing emissions from all mobile sources of air pollution. Mobile sources include cars, trucks, buses, motorcycles, farm and construction equipment, lawn and garden equipment, marine engines, aircraft, and locomotives.

The mission of ASD is to develop control strategies to reduce emissions from mobile sources through the establishment of national standards for vehicles, engines, and fuels. ASD carries its mission through regulation, policy, and technology development, guided by the assessment of environmental and economic impacts, policy development and analysis, and the demonstration of innovative technologies.

DUTIES AND RESPONSIBILITIES

The employee serves as the Administrative Specialist for the Division, providing general management of administrative processes and systems. The position supports policies and programs required to carry out ASD's responsibilities in the development of regulatory programs for vehicles, engines, and fuels.

To perform the job, the employee performs a variety of assignments revolving around the following main areas: 1) administrative management and support, 2) financial management (budget/contracts/grants/purchase cards), 3) human resources administration, and 4) communications/outreach. The employee uses knowledge of Division programs to make decisions on priorities and to provide direction and guidance in the management of Division office operations.

Administrative Management and Support:

- Serves as the contact for OTAQ and Agency administrative processes (e.g., time and attendance, travel, records management, etc.) within the Division and provides guidance accordingly to administrative staff in ASD:
 - Provides direction and guidance on administrative procedures and processes to ensure consistency across the Division and compliance with OTAQ and Agency requirements; keeps Division informed on new policies
 - Updates the Division Director's calendar/schedule to include meetings and travel
 - Helps to develop and implements standard operating procedures to support the administrative needs of the Division

- Serves as the records liaison officer for ASD and conducts periodic audits of records management functions
 - Monitors space and equipment allocation
- Serves as the timekeeper for ASD, performing timekeeping duties as required by the Agency
 - Contacts employees who have not completed their PeoplePlus entries, determines cause of non-compliance, and takes appropriate action
 - Establishes appropriate timelines for Division staff and managers to complete time and attendance entries and approvals in PeoplePlus
 - Generates reports to monitor status of PeoplePlus entries and approvals and supports supervisors as needed to ensure that all entries are accurate
 - Works with appropriate entity (IBC or HRPAYHELP) to resolve timekeeping discrepancies and attendance records

Financial Management (Budget/Contracts/Grants/Purchase Card):

- Tracks and monitors budget and work assignments for consistency with Division priorities; generates reports, tracks spending, and reconciles expenses against projections using PeoplePlus, COMPASS, Concur, Division spreadsheets and databases, etc.
- Becomes COR certified in order to develop and manage contracts/grants, and serves as project officer as needed
- Monitors contracting officer representative (COR) certification requirements; notifies CORs of requirements and provides reminders, and submits updates to OD oversight team as needed
- Oversees the use of Federal purchase cards, conducts regular reviews, resolves discrepancies, tracks training and certification, and provides guidance as needed

Human Resources Administration:

- Prepares paperwork and forms related to human resource administration (recruit actions, personnel actions, training forms, performance agreements, awards forms, etc.) as needed
- Supports management in recruiting and hiring actions (preparation of recruitment packages, interview support, candidate travel arrangements, preparation of recruitment packages, onboarding processes for new employees)
- Monitors employee training requirements, flexiplace agreements, etc.

Communications/Outreach:

- Assists teams within ASD in communications/outreach efforts, with a lead role in the planning, coordination, and administration of public hearings
- Organizes and coordinates periodic meetings with stakeholders, which could include preparing agendas and required materials, and providing other assistance as needed

Factor 1: Knowledge Required By The Position - Level 1-7 (1250 points)

- Professional knowledge of pertinent laws, regulations, policies, and precedents which affect ASD administrative operations. This includes knowledge of the following: Agency timekeeping rules and regulations; Agency travel rules and regulations; Agency records management rules and regulations; Agency financial processes; Agency processes and

requirements for personnel actions, training, performance agreements, and recruitment/hiring; and Division programs in order to support the effective planning and implementation of public hearings. *This knowledge is used for coordinating, performing, and tracking all administrative processes and procedures in the Division.*

- Strong written and verbal communication skills. *This knowledge/skill is used to effectively provide guidance and direction to ASD management and staff regarding administrative processes, to serve as Division liaison with Office/Agency personnel, and to prepare relevant materials and reports.*
- Professional knowledge of various automated systems such as FPPS, PeoplePlus, and COMPASS. *This knowledge is used for processing personnel actions, managing timekeeping activities, and developing contracts and grants.*
- Strong project leadership skills. *This knowledge/skill is used to effectively monitor and track administrative processes and actions, and provide support to Division meetings, such as public hearings.*
- Strong ability to critically analyze budget data for a large organization. *This ability is used for identifying and resolving common budgetary problems within the Division.*
- Strong teamwork and collaboration skills. *This knowledge/skill is used to lead and/or mentor the administrative team and to effectively coordinate assignments with co-workers (management and staff) in the Office and the Agency.*
- Strong analytical skills. *This knowledge/skill is used to assess the effectiveness of Division administrative processes and materials, identify any gaps and weaknesses, create solutions and/or recommend improvements, and implement those solutions/improvements.*

Factor 2: Supervisory Controls - Level 2-4 (450 points)

The supervisor sets the overall objectives of the work, providing general guidance on project plans for assigned duties. However, the employee will generally make independent decisions on daily matters that are based on standard operating procedures or prior practice. The supervisor will rely on the knowledge of the employee of administrative and budget-related processes for the daily operation of the Division. For routine and day-to-day administration of Division operations, the employee will use his/her understanding and knowledge of Division programs, staff, policies, and needs to carry out his/her assigned duties. The employee will also seek assistance from other staff in the Division, Office, and Agency to carry out assigned duties, including the organization of resources needed to carry out the tasks required for the effective operation of the Division. Significant problems or controversial issues are referred to the supervisor. The employee will inform the supervisor of potentially controversial findings, issues, or problems with widespread impact but, otherwise, will carry out the assigned tasks independently.

Work that is controversial or impacts the Division is reviewed upon completion for technical adequacy, consistency with objectives, and adherence to standard practices. Otherwise, routine work products do not need higher level review.

Factor 3: Guidelines - Level 3-3 (275 points)

Guidelines consist of Federal, EPA, OTAQ, ASD policies and procedures and instructions given by the supervisor, along with standard reference materials, texts, and manuals covering the application of analytical methods and techniques (statistical, descriptive or evaluative) and instructions and manuals covering the subjects involved (e.g., organizations, equipment, procedures, policies, and regulations).

Analytical methods contained in the guidelines are not always directly applicable to specific work assignments. However, precedent studies of similar subjects are available for reference. The employee uses judgment in choosing, interpreting, or adapting available guidelines to specific issues or subjects studied.

Included at this level are work assignments in which the subject studied is covered by a wide variety of administrative regulations and procedural guidelines. In such circumstances the employee must use judgment in researching regulations, and in determining the relationship between guidelines and organizational efficiency, program effectiveness, or employee productivity.

Factor 4: Complexity - Level 4-4 (225 Points)

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems in areas of timekeeping, travel arrangements, budget-related issues, contracts issues, personnel actions, and communications with internal and external stakeholders. Work at this level may require the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables.

Assignments at this level usually consist of issues, problems, or concepts that are not always susceptible to direct observation and analysis (e.g., projected missions and functions). Difficulty is encountered in measuring effectiveness and productivity due to variations in the nature of administrative processes studied (e.g., those associated with processing information, reorganizing to meet changes in mission, or providing support services). Information about the subject is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document. For example, assignments may involve compiling, reconciling, and correlating budget data from a variety of sources with different reporting requirements and formats, or the data must be carefully cross-checked, analyzed, and interpreted to obtain accurate and relevant information. Occasionally, the employee will identify opportunities for the improvement of administrative processes to ensure that the Division is operating efficiently and that the Division staff are in compliance with Agency rules and requirements.

Factor 5: Scope and Effect - Level 5-3 (150 Points)

The purpose of the work is to plan and carry out projects to improve the efficiency and productivity of organizations and employees in administrative support activities. Employees at this level identify, analyze, and make recommendations to resolve conventional problems and situations in work-flow, work distribution, staffing, performance appraisal, organizational structure, and/or administration. Employees may be assigned portions of broader studies of largely administrative organizations or participate in the evaluation of program effectiveness at the operating level. Work may also involve

developing detailed procedures and guidelines to supplement established administrative regulations or program guidance.

The employee's work regarding administrative processes in the ASD reflects the reliability and reputation of the Division, and the quality of the work of the employee ultimately impacts the accomplishment of the mission of the Office.

Factor 6 and 7: Personal Contacts and Purpose of Contacts – Level 3C (180 points)

Contacts are with individuals or groups from inside and outside of the employing agency at national or international levels in highly unstructured settings. These could include phone calls and electronic communications involving staff, managers, contractors, members of Congress, representatives of foreign governments, presidents of domestic and international large firms, members of the news media, leaders of public action groups, and members of the public. The purpose and extent of each contact is different, and the role and authority of each party must be identified and developed during the course of the interaction.

The purpose of personal contacts ranges from factual exchanges of information to resolving problems affecting the efficient operation of the Division. This could include resolving discrepancies on time reporting, negotiating issues related to budget and/or contracts, providing guidance to staff and managers on required administrative procedures, dealing with vendors providing services to the Division, etc.

Factor 8: Physical Demands - Level 8-1 (5 Points)

Work is basically sedentary with minimal physical demand required. There is some carrying of light items such as papers and files. Occasional walking, bending, or climbing may be required.

Factor 9: Work Environment - Level 9-1 (5 Points)

The work is performed primarily in an office environment. At times, the employee may be required to visit the laboratory where normal safety precautions must be observed. The work area is adequately lighted, heated, and ventilated.

Total Points = 2540

Grade Conversion = GS-11

Title and Series = Administrative Specialist, GS-0301

**Position Classification
Evaluation Statement
Request No.: No action #**

I. INTRODUCTION:

- A. Position Location:** OAR; OTAQ; ASD; IO
B. Action Requested: Recruitment
C. Proposed Classification: Administrative Specialist GS-301-11 (Target GS-13)
D. Audit or Supervisory Interview: No

II. REFERENCES: (a) OPM PC Flysheet for GS-301 Series, TS-34, 1/79; (b) Administrative Analysis Grade Evaluation Guide, TS-98, 8/90.

III. SERIES DETERMINATION: The work of this position involves analytical work of a general administrative nature, with no specific subject-matter occupational series being appropriate. Therefore, it is allocated to the GS-301 series.

IV. TITLE DETERMINATION: Administrative Specialist is the constructed title desired by the submitting office and is in common use throughout the agency.

V. GRADE DETERMINATION:

FACTORS	FLDS/PTS	COMMENTS
1. Knowledge Required	1-7 1250 Pts	The position meets level 1-7, at which the work requires analytical ability, judgment, discretion, and knowledge of a substantial body or administrative or program principles, concepts, policies, and objectives such as would be gained through extended graduate study or experience and skill in applying this knowledge to difficult and complex work assignments. Knowledge requires falls short of level 1-8, which is an expert analyst level; work requires application of a wide range of qualitative/quantitative methods for assessment and improvement of program effectiveness of complex management processes and systems.
2. Supervisory Controls	2-4 450 Pts	The position receives general supervision typical of level 2-4. Supervisor assigns work in terms of overall objectives and resources available. Employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. Employee independently plans, organizes and performs the work; determines the approach and makes modifications as needed. Work is reviewed for feasibility and effectiveness in meeting the assignment requirements. The supervisory controls fail to reach level 2-5, which is a level of extraordinary independence.
3. Guidelines	3-3 275 Pts	The position meets level 3-3. Guidelines are available but are not completely applicable. Incumbent uses judgment in

		evaluating, selecting, and adapting the appropriate guidelines. The position does not level 3-4 at which guidelines consist of administrative policies/precedents which are available but are often inadequate in dealing with the more complex or unusual problems. The incumbent is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional techniques and practices in developing solutions to problems where precedents are not applicable.
4. Complexity	4-4 225 Pts	The position meets level 4-4 at which work involves the application of standard practices to new situations and relating new work situations to precedent ones. Incumbent modifies, adapts, or makes compromises with standard guides. The position does not reach level 4-5 at which the work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs; assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or developing criteria for evaluating the effectiveness of the program.
5. Scope & Effect	5-3 150 Pts	The position meets level 5-3. Purpose of the work is to perform routine assignments. The work affects the accuracy, reliability, and timeliness of projects or services provided by the organization. The position does not reach level 5-4 at which the purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations; establish criteria to measure and/or predict attainment of program goals and objectives and developing related administrative regulations.
6. Personal Contacts	6-4 see #7	Contacts meet level 6-4, which (according to the PD) include high-ranking officials of other agencies, Members of Congress, representatives of foreign governments, presidents of large domestic and international firms, members of the news media, leaders of public action groups, state executives or legislative leaders, etc., in highly unstructured settings. The purpose and extent of each contact is different, and the role and authority of each party must be identified and developed during the course of the interaction. Personal contacts exceed level 6-3 and include other agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.
7. Purpose of Contacts	7-c 180 Pts	Purpose of contacts meets level 7-c, at which the purpose is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement

		or program effectiveness. Purpose of contacts does not meet level 7-d, at which the purpose is to justify, settle matters involving significant or controversial issues such as recommendations affecting major programs, dealing with substantial expenditures, or significantly changing the nature and scope or organizations
8. Physical Demands	8-1 5 Pts	Work is sedentary.
9. Work Environment	9-1 5 Pts	Work is performed in an office environment, although some field visits may be necessary.
Total Points:	2590	2355—2750 converts to GS-11

VI. SUMMARY:

A. FINAL TITLE, SERIES, GRADE: Administrative Specialist, GS-301-11

B. FLSA DETERMINATION: Exempt under 5 USC 551.206

C. FUNCTION CODE:

D. DRUG TESTING REQUIREMENTS: Information not provided.

E. FINANCIAL DISCLOSURE REQUIRED: Information not provided.

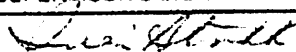
VII. SIGNATURE AND DATE

Barbara M. Moore

Barbara M. Moore
Sr. Contract Classification Specialist
FPMI Solutions, Inc.

4/22/16
Date

POSITION DESCRIPTION AMENDMENT

EMPLOYEE NAME		ORGANIZATION LOCATION OF POSITION	
		OAR/OTAQ/ASD/IO	
POSITION TITLE	SERIES	GRADE	POSITION NUMBER
Admin Specialist	0301	12	
AMENDMENT			
<p>This position has been reconstructed downward to grade level GS-12 in order to provide progression to the full performance level GS-13.</p> <p>The incumbent receives on-the-job training progressively more complex assignments, and closer supervision in the performance of duties leading to the next higher level.</p> <p>The incumbent may be considered for promotion when he/she has satisfactorily completed appropriate training, demonstrates the ability to perform work at the higher grade level, and meets basic qualification and eligibility requirements including time-in-grade and specialized experience.</p> <p>Duties and responsibilities are essentially the same as described at the GS-13 level, except for the following factors. The position operates with a lesser level of independence and authority. Assignments are less controversial.</p> <p>Factor 1: Knowledge Required By The Position - Level 1-7 (1250 points)</p> <ul style="list-style-type: none"> • Professional knowledge of pertinent laws, regulations, policies, and precedents which affect ASD administrative operations. This includes knowledge of the following: Agency timekeeping rules and regulations, Agency travel rules and regulations, Agency records management rules and regulations, Agency financial processes, Agency processes and requirements for personnel actions, training, performance agreements, and recruitment/hiring, and Division programs in order to support the effective planning and implementation of public hearings. This knowledge is used for coordinating, performing, and tracking all administrative processes and procedures in the Division. • Strong written and verbal communication skills. This knowledge/skill is used to effectively provide guidance and direction to ASD management and staff regarding administrative processes, to serve as Division liaison with Office/Agency personnel, and to prepare relevant materials and reports. • Professional knowledge of various automated systems such as FPPS, PeoplePlus, and COMPASS. This knowledge is used for processing personnel actions, managing timekeeping activities, and developing contracts and grants. • Strong project leadership skills. This knowledge/skill is used to effectively monitor and track administrative processes and actions, and provide support to Division meetings, such as public hearings. • Strong ability to critically analyze budget data for a large organization. This ability is used for identifying and resolving common budgetary problems within the Division. • Strong teamwork and collaboration skills. This knowledge/skill is used to lead and/or mentor the administrative team and to effectively coordinate assignments with co-workers (management and staff) in the Office and the Agency. • Strong analytical skills. This knowledge/skill is used to assess the effectiveness of Division administrative processes and materials, identify any gaps and weaknesses, create solutions and/or recommend improvements, and implement those solutions/improvements. 			
CLASSIFIERS SIGNATURE	DATE	SUPERVISOR'S SIGNATURE	DATE
			11/19/16

Position Description

Administrative Specialist, GS-0301-13

INTRODUCTION

This position is located in the Environmental Protection Agency (EPA), Office of Air and Radiation (OAR), Office of Transportation and Air Quality (OTAQ), Assessment and Standards Division (ASD), Immediate Office (IO).

OTAQ has national responsibility for analyzing, controlling, and reducing emissions from all mobile sources of air pollution. Mobile sources include cars, trucks, buses, motorcycles, farm and construction equipment, lawn and garden equipment, marine engines, aircraft, and locomotives.

The mission of ASD is to develop control strategies to reduce emissions from mobile sources through the establishment of national standards for vehicles, engines, and fuels. ASD carries its mission through regulation, policy, and technology development, guided by the assessment of environmental and economic impacts, policy development and analysis, and the demonstration of innovative technologies.

DUTIES AND RESPONSIBILITIES

The employee serves as the Administrative Specialist for the Division, providing general management of administrative processes and systems. The position supports policies and programs required to carry out ASD's responsibilities in the development of regulatory programs for vehicles, engines, and fuels.

To perform the job, the employee performs a variety of assignments revolving around the following main areas: 1) administrative management and support, 2) financial management (budget/contracts/grants/purchase cards), 3) human resources administration, and 4) communications/outreach. The employee uses knowledge of Division programs to make decisions on priorities and to provide direction and guidance in the management of Division office operations.

Administrative Management and Support:

- Serves as the primary contact for OTAQ and Agency administrative processes (e.g., time and attendance, travel, records management, etc.) within the Division and provides guidance accordingly to administrative staff in ASD:
 - Provides direction and guidance on administrative procedures and processes to ensure consistency across the Division and compliance with OTAQ and Agency requirements; keeps Division informed on new policies
 - Manages the Division Director calendar/schedule to include meetings and travel
 - Plans, develops, coordinates, and implements standard operating procedures to support the administrative needs of the Division

- Serves as the records liaison officer for ASD and conducts periodic audits of records management functions
 - Monitors space and equipment allocation
- Serves as the timekeeper for ASD, performing timekeeping duties as required by the Agency
 - Contacts employees who have not completed their PeoplePlus entries, determines cause of non-compliance, and takes appropriate action
 - Establishes appropriate timelines for Division staff and managers to complete time and attendance entries and approvals in PeoplePlus
 - Generates reports to monitor status of PeoplePlus entries and approvals and supports supervisors as needed to ensure that all entries are accurate
 - Works with appropriate entity (IBC or HRPAYHELP) to resolve timekeeping discrepancies and attendance records

Financial Management (Budget/Contracts/Grants/Purchase Card):

- Tracks and monitors budget and work assignments for consistency with Division priorities; generates reports, tracks spending, and reconciles expenses against projections using PeoplePlus, COMPASS, Concur, Division spreadsheets and databases, etc.
- Becomes COR certified in order to develop and manage contracts/grants, and serves as project officer as needed
- Monitors contracting officer representative (COR) certification requirements; notifies CORs of requirements and provides reminders, and submits updates to OD oversight team as needed
- Oversees the use of Federal purchase cards, conducts regular reviews, resolves discrepancies, tracks training and certification, and provides guidance as needed

Human Resources Administration:

- Prepares paperwork and forms related to human resource administration (recruit actions, personnel actions, training forms, performance agreements, awards forms, etc.) as needed
- Supports management in recruiting and hiring actions (preparation of recruitment packages, interview support, candidate travel arrangements, preparation of recruitment packages, onboarding processes for new employees)
- Monitors employee training requirements, flexiplace agreements, etc.

Communications/Outreach:

- Assists teams within ASD in communications/outreach efforts, with a lead role in the planning, coordination, and administration of public hearings
- Organizes and coordinates periodic meetings with stakeholders, which could include preparing agendas and required materials, and providing other assistance as needed

Factor 1: Knowledge Required By The Position - Level 1-8 (1550 points)

- Mastery knowledge of pertinent laws, regulations, policies, and precedents which affect ASD administrative operations. This includes knowledge of the following: Agency timekeeping rules and regulations; Agency travel rules and regulations; Agency records management rules and regulations; Agency financial processes; Agency processes and

requirements for personnel actions, training, performance agreements, and recruitment/hiring; and Division programs in order to support the effective planning and implementation of public hearings. *This knowledge is used for managing and tracking all administrative processes and procedures in the Division.*

- Strong written and verbal communication skills. *This knowledge/skill is used to effectively provide guidance and direction to ASD management and staff regarding administrative processes, to serve as Division liaison with Office/Agency personnel, and to prepare relevant materials and reports.*
- Strong skills in various automated systems such as FPPS, PeoplePlus, and COMPASS. *This skill is used for processing personnel actions, managing timekeeping activities, and developing contracts and grants.*
- Strong project management and organizational skills. *This knowledge/skill is used to effectively monitor and track administrative processes and actions, and provide support to Division meetings, such as public hearings.*
- Strong ability to thoroughly and critically analyze budget data for a large organization. *This ability is used for identifying and resolving common budgetary problems within the Division.*
- Strong teamwork skills. *This knowledge/skill is used to lead and/or mentor the administrative team and to effectively coordinate work with co-workers (management and staff) in the Office and the Agency.*
- Strong analytical and decision-making skills. *This knowledge/skill is used to assess the effectiveness of Division administrative processes and materials, identify any gaps and weaknesses, create solutions and/or recommend improvements, and implement those solutions/improvements.*

Factor 2: Supervisory Controls - Level 2-4 (450 points)

The supervisor sets the overall objectives of the work, providing general guidance on project plans for assigned duties. However, the employee will generally make independent decisions on daily matters that are based on standard operating procedures or prior practice. The supervisor will rely on the knowledge of the employee of administrative and budget-related processes for the daily operation of the Division. For routine and day-to-day administration of Division operations, the employee will use his/her understanding and knowledge of Division programs, staff, policies, and needs to carry out his/her assigned duties. The employee will also seek assistance from other staff in the Division, Office, and Agency to carry out assigned duties, including the organization of resources needed to carry out the tasks required for the effective operation of the Division. Significant problems or controversial issues are referred to the supervisor. The employee will inform the supervisor of potentially controversial findings, issues, or problems with widespread impact but, otherwise, will carry out the assigned tasks independently.

Work that is controversial or impacts the Division is reviewed upon completion for technical adequacy, consistency with objectives, and adherence to standard practices. Otherwise, routine work products do not need higher level review.

Factor 3: Guidelines - Level 3-4 (450 points)

Guidelines consists of Federal, EPA, OTAQ, ASD policies and procedures, and instructions given by the supervisor. Guidelines could include unwritten policies, precedents, and practices which may not be completely applicable to the work or may not be specific, and which deal with matters relating to judgment, efficiency, and priorities rather than processes. There will be instances when the employee's actions will be based wholly or in part on unwritten guidelines or practices that will require sound judgment. The employee also uses judgement in choosing, interpreting, or adapting available guidelines to specific issues, based on the general direction given by the supervisor.

Factor 4: Complexity - Level 4-5 (325 Points)

The work includes various duties involving different and unrelated processes and methods. This could include timekeeping, travel arrangements, budget-related issues, contracts issues, personnel actions, and communications with internal and external stakeholders. The employee works independently on tasks that typically include varied responsibilities that involve gathering information, identifying and analyzing options, and making decisions. The employee makes decisions on what needs to be done for the day-to-day administrative operations of the Division based on the employee's knowledge of the duties, priorities, commitments, policies, and procedures, guided by Agency rules and requirements. Occasionally, the employee will identify opportunities for the improvement of administrative processes to ensure that the Division is operating efficiently and that the Division staff are in compliance with Agency rules and requirements.

Factor 5: Scope and Effect - Level 5-4 (225 Points)

The employee contributes to programs that are national and international in scope. Individual contributions provide administrative support necessary to carry out the mission of ASD, including the development of regulations to control emissions from mobile sources.

The employee's oversight of the administrative processes in ASD reflects the reliability and reputation of the Division, and the quality of the work of the employee ultimately impacts the accomplishment of the mission of the Office. The employee identifies and resolves problems and issues that affect the orderly and efficient flow of administrative processes and requirements related to assigned duties with parties inside and outside the organization.

Factor 6 and 7: Personal Contacts and Purpose of Contacts – Level 3C (180 points)

Contacts are with individuals or groups from inside and outside of the employing agency at national or international levels in highly unstructured settings. These could include phone calls and electronic communications involving staff, managers, contractors, members of Congress, representatives of foreign governments, presidents of domestic and international large firms, members of the news media, leaders of public action groups, and members of the public. The purpose and extent of each contact is different, and the role and authority of each party must be

identified and developed during the course of the interaction.

The purpose of personal contacts ranges from factual exchanges of information to resolving problems affecting the efficient operation of the Division. This could include resolving discrepancies on time reporting, negotiating issues related to budget and/or contracts, providing guidance to staff and managers on required administrative procedures, dealing with vendors providing services to the Division, etc.

Factor 8: Physical Demands - Level 8-1 (5 Points)

Work is basically sedentary with minimal physical demand required. There is some carrying of light items such as papers and files. Occasional walking, bending, or climbing may be required.

Factor 9: Work Environment - Level 9-1 (5 Points)

The work is performed primarily in an office environment. At times, the employee may be required to visit the laboratory where normal safety precautions must be observed. The work area is adequately lighted, heated, and ventilated.

Total Points = 3190

Grade Conversion = GS-13

Title and Series = Administrative Specialist, GS-0301

**Position Classification
Evaluation Statement
Request No.: No action #**

I. INTRODUCTION:

- A. Position Location:** OAR; OTAQ; ASD; IO
B. Action Requested: Recruitment
C. Proposed Classification: Administrative Specialist GS-301-13
D. Audit or Supervisory Interview: No

II. REFERENCES: (a) OPM PC Flysheet for GS-301 Series, TS-34, 1/79; (b) Administrative Analysis Grade Evaluation Guide, TS-98, 8/90.

III. SERIES DETERMINATION: The work of this position involves analytical work of a general administrative nature, with no specific subject-matter occupational series being appropriate. Therefore, it is allocated to the GS-301 series.

IV. TITLE DETERMINATION: Administrative Specialist is the constructed title desired by the submitting office and is in common use throughout the agency.

V. GRADE DETERMINATION:

FACTORS	FLDS/PTS	COMMENTS
1. Knowledge Required	1-8 1550 Pts	<p>The position meets level 1-8. The work requires expert knowledge of and skill in applying qualitative, quantitative, analytical, and evaluative techniques to the identification, consideration, and resolution of issues facing the operation and management of administrative services and programs to the Division. This knowledge and skill is used to effectively operate and manage key functional areas such as contracts, grants, IAGs, budgets, time and attendance, HR administration, Purchase Card operations, records management, and administrative management; and to develop and carry out assessments to evaluate current programs or work processes and to recommend improvements, when necessary. In-depth knowledge of laws, regulations, policies, and precedents pertaining to personnel, operations, budgets, and/or equipment to prepare protocols, processes, and procedures to maximize efficient utilization of staff, budget, equipment, and other resources. Ability to identify, evaluate, and resolve gaps in processes, procedures, or policies; and to conduct audits of specific areas, identify necessary improvements or corrections, and implement solutions. Written and verbal communication skills are required to provide reports, analysis, briefings, and presentations. This is the highest level in the standard.</p> <p>The position exceeds level 1-7, at which the work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives such as would be gained through extended</p>

		graduate study or experience and skill in applying this knowledge to difficult and complex work assignments.
2. Supervisory Controls	2-4 450 Pts	<p>The position receives general supervision typical of level 2-4. Supervisor assigns work in terms of overall objectives and resources available. Employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. Employee independently plans, organizes and performs the work; determines the approach and makes modifications as needed. Work is reviewed for feasibility and effectiveness in meeting the assignment requirements.</p> <p>The supervisory controls fail to reach level 2-5, which is a level of extraordinary independence.</p>
3. Guidelines	3-4 450 Pts	<p>The position meets level 3-4 at which guidelines at which guidelines consist of administrative policies/precedents which are available but are often inadequate in dealing with the more complex or unusual problems (e.g., the FAR, agency contracting guides, various EPA manuals, travel regulations, etc.). The incumbent is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional techniques and practices in developing solutions to problems where precedents are not applicable.</p> <p>The position does not reach level 3-5, at which guidelines consist of basic administrative policy statements, references to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of agency management.</p>
4. Complexity	4-5 325 Pts	<p>The position meets level 4-5 at which the work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs; assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or developing criteria for evaluating the effectiveness of the program.</p> <p>The position fails to reach level 4-6, at which the employee plans, organizes, and carries through to completion analytical studies involving the substance of key agency programs; typically serves as the team leader responsible for assigning segments of studies to various participants, coordinating efforts of the group and consolidating findings into a completed product; there is extreme difficulty in identifying the nature of the issues or problems to be studies and in planning, organizing, and determining the scope and depth of the study. Work typically involves efforts to develop and implement programs based upon new or revised legislation requiring consideration of the immediate sequential, and long-range effects.</p>
5. Scope & Effect	5-4 225 Pts	<p>The position meets level 5-4 at which the purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations; establish criteria to measure and/or predict attainment of program goals and objectives and developing related administrative regulations.</p> <p>The position does not reach level 5-5, at which the purpose of the</p>

		work is to analyze and evaluate major administrative aspects of substantive, mission-oriented programs.
6. Personal Contacts	6-3 see #7	<p>Personal contacts meet level 6-3 and include other agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.</p> <p>Contacts to not meet level 6-4, which include high-ranking officials of other agencies, top congressional staff, state executives or legislative leaders, etc.</p>
7. Purpose of Contacts	7-d 230 Pts	<p>Contacts meet level 6-4, which (according to the PD) include high-ranking officials of other agencies, Members of Congress, representatives of foreign governments, presidents of large domestic and international firms, members of the news media, leaders of public action groups, state executives or legislative leaders, etc., in highly unstructured settings. The purpose and extent of each contact is different, and the role and authority of each party must be identified and developed during the course of the interaction.</p> <p>Personal contacts exceed level 6-3 and include other agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.</p>
8. Physical Demands	8-1 5 Pts	Work is sedentary.
9. Work Environment	9-1 5 Pts	Work is performed in an office environment.
Total Points:	3230	3155—3600 converts to GS-13

VI. SUMMARY:

A. FINAL TITLE, SERIES, GRADE: Administrative Specialist, GS-301-13

B. FLSA DETERMINATION: Exempt under 5 USC 551.206

C. FUNCTION CODE: N/A

D. DRUG TESTING REQUIREMENTS: Information not provided.

E. FINANCIAL DISCLOSURE REQUIRED: Information not provided.


VII. SIGNATURE AND DATE

Barbara M. Moore

Barbara M. Moore
Sr. Contract Classification Specialist
FPMI Solutions, Inc.

4/22/16
Date

POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: EPA/OAR/OTAQ/ASD/IO	
Position Title: Administrative Specialist	
Pay Plan/Series/Grade (Full Performance Level): GS/0301/13	
Service Agreement Number (SAN): BV560001	
Supervisor Name: William Charmley	Supervisor Phone Number: 734-214-4466
Supervisor Signature: 	

STANDARDIZED POSITIONS

Position Title
Select One

NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
\$2 - 10 million		
4. Does the position involve public contact/interaction/liaison duties?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="checkbox"/> Federal Agency <input checked="" type="checkbox"/> Interest Groups <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Local Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Private Industry <input checked="" type="checkbox"/> State <input type="checkbox"/> Media <input checked="" type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Position has access to unclassified and proprietary information and systems.		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.

Position Designation Record

Agency EPA
 Position Title Administrative Specialist
 Series and Grade/Pay GS-0301-11/12/13
 Band
 Position Description LA00352
 Number
 Designator's Name & Title MICHELLE BROSSEAU, HR SPECIALIST

Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Protection of government funds for non-national security operations	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Obligates, expends, collects or controls funds or items with monetary value over \$1 million, but under \$2 million, annually, where the ability to ensure effective oversight is limited; or \$2 million to \$10 million annually • Audits or analyzes budgets or other financial records, with potential for moderate impact on government programs or operations • Procures (or secures funding for) goods and/or services with monetary value exceeding \$2 million, but less than \$10 million, annually, the compromise of which could cause moderate impact on government programs or operations

Duties	Degree of Potential for Compromise or Damage
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	<p>Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:</p> <ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust
Government service delivery, including customer service or public liaison duties	<p>Duties involve customer service responsibilities and/or public liaison that could negatively impact the public's trust through moderate damage/harm to:</p> <ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust

Adjustment for Program Designation and Level of Supervision

Adjustments	Label
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency impact
Adjustment for level of supervision or other controls	Periodic, ongoing review - ability to act independently a lot of the time

Total Points Designation

Label	Points
Total Initial Position Designation Points from Step 2	45
Adjusted Position Designation Points from Step 3	35

Investigation	Form Required
T2 and T2S	SF 85P

Sensitivity	Risk Level
Non-Sensitive	Moderate Risk

Signature: Michelle I. BrosseauDate: 03/20/19Name: Michelle Brosseau